



CONGRESSMAN A. DONALD MCEACHIN

U.S. HOUSE OF REPRESENTATIVES

SERVICE ACADEMY NOMINATION | APPLICANT ADMISSION CHECKLIST

Applicants Name: _____

School: _____

Best Contact Phone Number: (_____) _____

E-Mail Address: _____

☐ **Preliminary Requirements**

Verify that all requirements of the academies have been met, which are as follows:

- Must be unmarried, not pregnant, and have no legal obligation for a child or other dependents
- Must be a United States citizen
- Must be at least 17 years old and not have reached your 23rd birthday
- The applicant must be a legal resident of Virginia's 4th congressional district
- The applicant should write to their congressional offices at the end of their junior year of high school, expressing his or her interest in attending a service academy
- It is the responsibility of each applicant to initiate a pre-candidate file at each academy to which they are seeking a nomination

☐ **Application**

- Complete all sections of the application located online at [www. mceachin.house.gov/services/military-academy-nominations](http://www.mceachin.house.gov/services/military-academy-nominations)
- Sign and date the application agreement

☐ **Current photo**

☐ **Official high school transcript**

The transcript should include:

- Course listings and grades through the end of your junior year
- Current Grade Point Average
- Class rank (if provided by your high school)
- SAT/ACT results

Note: The official transcript should be returned to you in a sealed envelope with a signature across the seal. If your school will not provide transcripts directly to students, have the school mail the transcripts to one of our office locations with attention to the Academy Nomination Coordinator.

☐ **Resume**

- Provide a detailed listing of your academic, community service, extracurricular, work, athletic and other notable activities and accomplishments. (No more than two pages)

☐ **Essay stating why you desire to attend a service academy**

Note: Grammar, sentence structure, and writing ability will be evaluated in addition to the substance of your answer. Essay should be 500 words or less.

☐ **Maximum of three letters of recommendation**

- Letter of Recommendation #1: Should be from someone affiliated with your school/education (i.e.) A school official, administrator, teacher, guidance counselor, activity advisor or school affiliated coach. Letter should be sealed with the writer's signature across the seal.
- Letter of Recommendation #2: Should be from a person outside of the school system/education and not a family member or relative that can best assess your intellect, character, and suitability for military service. (i.e.) A letter from a coach not affiliated with the school system will be accepted here. Letter should be sealed with the writer's signature across the seal.

☐ **Mail or hand deliver all application materials to one of the following offices:**

Washington, D.C. Office:

Representative A. Donald McEachin
c/o Academy Nomination Coordinator
314 Cannon House Office Building
Washington, DC. 20510
202.225.6365

Richmond District Office:

Representative A. Donald McEachin
c/o Academy Nomination Coordinator
110 North Robinson Street, Suite 401
Richmond, Virginia 23220
804.486.1840

Completed application packets must be received no later than November 10, 2017.